

COUNCIL ON HOUSING
Public Session
Huling Cove Community Building
Lewes, Delaware
March 14, 2012

April 11, 2012 Agenda Item

- OMB facilitator to attend and review results of the February 28, 2012 Strategic Planning meeting.

Important Dates

- April 11 – next Council meeting.
- April 13 - Tax Credit applications due.

Norma Zumsteg, Chair, called to order the public session of the Council on Housing at 2:00 p.m. on March 14, 2012. In addition to Ms. Zumsteg, the following Council members were present:

Pat Batchelor	Ralph Peters
Hugh Leahy	Ruth Sokolowski
Connie Louder	Vincent White

The following Council members were absent and excused from the meeting:

Russ Huxtable	Donna Mitchell
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Also attending:

Lynda Blythe, Administrative Specialist III, DSHA
Daniel Brennan, Sr. Application Support Specialist, DSHA
Cynthia Deakyne, Housing Asset Manager, DSHA
Susan Eliason, Director of Housing Development

Guest present:

Gina Miserendino, Delaware Housing Coalition

APPROVAL OF MINUTES

Ms. Louder moved that the Minutes of February 8, 2012 be approved as written. Mr. White seconded the motion and the Minutes were unanimously approved.

COMMITTEE REPORTS

LOAN REVIEW

Mr. Leahy stated the Committee met with DSHA staff on March 5th to learn more about some of DSHA's funding processes. Being presented today is an overview of those processes for the Council's enlightenment:

- Housing Development Fund (HDF) funding process
- 2012 Qualification Application Plan (QAP) changes
- Low-Income Housing Tax Credits (LIHTC) web-based application

HOUSING DEVELOPMENT FUND (HDF) PRESENTATION

Ms. Eliason gave a PowerPoint presentation of this non-tax credit program's funding process (copy attached). A few of the items noted were:

- Purpose - to provide affordable, decent, safe and sanitary housing to responsible low- and moderate-income households.
- Goals - to provide flexible financing for developers and homeowners through sponsoring agencies.
- There two funding rounds per year: January 31 and July 31.
- There are three set-asides per round: loans, housing grants, and program support grants.
- Program support grants are for particular programs which address permanent housing needs, not for applicant's general operating expenses.
- Applicants are strongly urged to attend a pre-application technical assistance meeting.
- Printable application forms are available on-line but cannot be submitted on-line.
- A \$1,000 refundable application fee for loans is charged.
- Applications may be received in both Dover and Wilmington.
- Review steps include:
 - Threshold
 - Feasibility
 - Ranking

DSHA will take into consideration Council's suggestion that all, or a portion, of the application fee be made refundable only if the applicant has attended a technical assistance meeting. Council will continue to receive a list of all applications, including those which do not meet threshold and the reason they did not.

Discussion is continuing as to the set-asides for July, how the Homeless Planning Council will be funded in the future, as well as other items.

2012 LIHTC QAP HOTSHEET CHANGES

Ms. Deakyne explained the LIHTC is an IRS program managed by only one housing finance authority in each state; in Delaware it is DSHA. The tax credits are allocated to state per person/per capita basis; however, due to its small size, Delaware receives a small-state set-aside which, for 2012, will be \$2.5 million in tax credits. Due to borrowing \$700,000 in tax credits from 2012 to fund 2011 projects, the total available will be \$1.8 million. Per IRS rules, the allocation of tax credits must be according to a Qualified Action Plan based on the needs assessment of a state. Preservation projects make up the largest need in Delaware; however, three additional set-asides have also been established for: the chronically homeless, non-profits, and new creation.

The following changes to the 2012 QAP (copy attached) were reviewed by Ms. Deakyne:

1. Removal of Community Notice.
2. Bidding Protocol.
3. Access to Transit.
4. Promoting Balanced Housing Opportunities.
5. Balanced Income Targeting.
6. Extremely Low Income.
7. Web-based LIHTC Application.
8. Underwriting.

The deadline for applications is April 13, 2012 and they are to be submitted both on-line and delivered to the Dover office.

LIHTC WEB-BASED APPLICATION

This application, which can now be completed and submitted on-line, is located under: www.destatehousing.com/Developers/Low Income Housing Tax Credits. Ms. Deakyne, after connecting to the internet and using an over-head projector, reviewed the on-line application. Ms. Deakyne noted that:

1. A question/answer blog was created to answer applicant questions in order to alleviate numerous identical calls to staff.
2. The new web-based LIHTC application combined information previously collected on all three parts of the paper LIHTC application.
3. Positive feedback has been received from the applicants.

Council expressed their appreciation of the presentations and recommended they be included in the new members' orientation.

OLD/NEW BUSINESS

Ms. Sokolowski asked if there was any news on the New Horizons/Sussex County community land trust project. No news has been received.

SCHEDULING OF NEXT MEETING

The next meeting will be held on April 11, 2012, at Buena Vista Conference Center, New Castle, DE, at 1:00 p.m. The meeting will begin one hour earlier than normal in order to thoroughly review the results of the February 28th strategic planning meeting.

ADJOURNMENT

Upon motion made by Ms. Louder, seconded by Ms. Batchelor, and unanimously passed by the Council, the meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Lynda T. Blythe

Note: Copies of materials referenced as “attached” in these Minutes are available upon request.